

Applicant: _____

Date: _____

Interview Rating Forms
Interview Questions and Rating Sheet for Each Question

1. What skills, qualities, and body of knowledge are essential to succeed as a Supervisory Building Management Specialist? Which of these do you consider your greatest strength, and which do you consider your greatest challenge?

2. Describe a situation where you performed a leadership role and motivated others toward the accomplishment of a goal. What was involved, what did you do, and what was the outcome?

3. Give an example of a contract you administered where poor performance was a significant factor. Please describe the steps you took to improve performance. What was the outcome?

4. Give an example of a project or a situation that required dealing with a diverse group of people and establishing cooperative relationships to accomplish a specific goal. Who was involved? What was the issue or objective? What did you do?

5. Tell me about one time in your career when you encountered people who were resistant to change. Who was involved? How did you handle and convince them of the change?

6. Describe your experience managing or overseeing the operation and maintenance of facilities (i.e. office buildings, schools, hospitals, industrial plants, etc.). Indicate the type and size of the facilities and the duties you performed.

7. Describe your experience interpreting contract specifications and performing recurring inspections to evaluate contractor performance and ensure quality of services provided. Elaborate on your experience as a Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR). Include type and size of contracts.

8. Give an example of an unstructured situation involving a project or program where you had to operate without clear guidelines. What was the situation, what did you do, and what was the outcome?

Applicant _____

Date: _____

1. What skills, qualities, and body of knowledge are essential to succeed as a Supervisory Building Management Specialist? Which of these do you consider your greatest strength, and which do you consider your greatest challenge?

Rating	Definition
5	Information provided demonstrates mastery and/or role model level of the knowledge, skills, or abilities necessary to perform the duties and responsibilities of the position. Has ample knowledge and experience needed to excel in the position.
4	Information provided demonstrates a strong level of the knowledge, skills, or abilities necessary to perform the duties and responsibilities of the position. Demonstrates ability between Level 5 and Level 3.
3	Information provided demonstrates a satisfactory level of the knowledge, skills, or abilities necessary to perform the duties and responsibilities of the position. Has the KSAs and experience needed to perform well in this position.
2	Information provided demonstrates a minimally acceptable level of the knowledge, skills, or abilities necessary to perform the duties and responsibilities of the position. Have some of the KSAs necessary to perform the duties and responsibilities of the position. Demonstrates ability between Level 3 and Level 1.
1	Information provided does not demonstrate an acceptable level of the knowledge, skills, or abilities necessary to perform the duties and responsibilities of the position. Has unacceptable KSAs necessary to perform the duties and responsibilities of the position.

Notes:

[illegible]

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2. Describe a situation where you performed a leadership role and motivated others toward the accomplishment of a goal. What was involved, what did you do, and

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3. Give an example of a contract you administered where poor performance was a significant factor. Please describe the steps you took to improve performance.

What was the outcome?

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4. Give an example of a project or a situation that required dealing with a diverse group of people and establishing cooperative relationships to accomplish a specific goal. Who was involved? What was the issue or objective? What did you do?

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6. Describe your experience managing or overseeing the operation and maintenance of facilities (i.e. office buildings, schools, hospitals, industrial plants, etc.). Indicate the type and size of the facilities and the duties you performed.

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	Information provided demonstrates a satisfactory level of the knowledge,

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8. Give an example of an unstructured situation involving a project or program where you had to operate without clear guidelines. What was the situation, what did you do, and what was the outcome?

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